Department Training Officer Meeting -- Oct. 10, 2001
Meeting Summary

Attendees (alpha order by last name): Pam Burke (DSS), Virginia Caraway (DDS-Porterville), Julie Chambers (DPA), Jonathan Clarkson (DSS), Diana Cottam (Insurance), Ron Franchesci (DHS), Tracey James (STC), Sharon Hamer (Educ.), Diane Hampton (CYA), Adrienne Labanieh (OEHHA), Linda Luna (DRE), Michelle Martin (CIWMB), Ree McLaughlan (CDF), Rhonda Morris (Lottery), Vera Nicholas (CSL), Nancy Niccoli (PIA), Nancy Nuland (Corrections), Cheryl Pickering (CHFA), George Steinert (STC), Janet Wight (Conservation), Kitty Williamson (STC)

New staff in the State Training Center. Diane Just, Division Chief, opened the meeting and introduced four new staff:

- Kitty Williamson, Program Operations Branch Manager
- Tracy Sutherland, Administrative Assistant
- Jim Brown, Office Manager
- Tracey James, Training Officer

Training Conference 2002. The 5th annual State Training Conference will be held February 25-27 at the Concord Sheraton in Concord, CA. The State Training Center is now accepting registrations. At $290 for the three-day conference, this is an excellent value! Registration forms are being mailed to the DTO list, and are also available online at the STC website. Click for the conference registration form.
Popular features include:
- Tracks on e-Learning, Training Skills, Facilitating & Consulting, and Learning Leadership
- Learning Communities,
- Toolbox Time.

The State Training Center is now calling for presenters and exhibitors. Presenters will lead a 90-minute workshop; exhibitors have space in an expo area of the conference where refreshments are served. If you wish to share what your agency has done of value to the training community, please let us know before November 13. If you know of a possible presenter or exhibitor, please inform them of this opportunity or nominate them so we may contact them.

Toolbox Time. This popular conference event offers a series of mini-sessions on topics of high interest. Joan Strohauer (tel. 657-4734) is the Toolbox Time Coordinator for the upcoming Training Conference. Joan asked for ideas on topics and nominations of presenters:

Topic	Nominee	# Votes
How to set up a training library	Vera (State Lib.) Carolyn Z.	7
Icebreakers	Rhonda Morris	7
Humor in the Workplace	Rick Obano, Nancy Niccoli	7
Beyond the Classroom	Jonathan Clark	6
Marketing Training		6

Neurolinguistic Programming (NLP)	Nan O'Bryan	6
Team Building Exercises	David Lanzaro	5
Training Evaluation		5
Power Point Presentations		5
Training Management Software		4
Facilitation Skills		4
Easel Graphics (demo)	Pam Burke	4
Ethics		4
Rapport Building		3
Group Exercise Tips		3
100 Mile Rule		3
Mindmapping		3
Stress Relief	Polly Schack Tracey James	3
Needs-focused on the customer		2
Problem Solving Tools		2
Needs Assessments		2
Creativity/Creative Thinking	Rhonda Morris	2
Keeping up with Technology		2
Conflict Skills		2
Scheduling Techniques-multiple classes		1
In-house Resources		1
Nominal Group Tech.		1
Focus Groups		1
Affinity Diagrams		1
Ground Rules		1
Intro to Org. Development		0
How to Avoid Brain Death		0
Learning Cycle		0

Advisory Board Members needed. Five positions on the STC Advisory Board are now open. The Advisory Board discusses agenda item ideas for upcoming DTO meetings and is a sounding board for STC proposals and initiatives. We need 5 more members. A sign-up sheet was passed out and we received several nominations. If you would like to volunteer or nominate someone, please call or e-mail Susan Coats at 324-4055 (susancoats@dpa.ca.gov)

Department Training Profile. 72 completed surveys have been returned to date from agencies that represent over 80% of all state employees. The next step will be to summarize the data received and make it available to the DTOs. Since the State Training Center lacks the resources to be able to compile the surveys, we requested a bid from CSUS Regional and Continuing Education for this work. CSUS-RCE will charge $6000 to enter and compile the data, create a written report of the findings provide an online version of the report for the STC website, and convert the database to Access with a data dictionary. Any department could request the Access database on disk for further analysis.

Kitty Williamson asked if there were any specific data analyses that should be included in the report. To date, the DTOs have asked for:
• Training expenditures/employee. There is interest in finding out the average training expenditures per employee in departments of different sizes. The DTOs also

recognized that this data could be skewed if a department had many information technology (IT) staff. IT training tends to be more expensive than non-IT training.

- <u>Courses offered (items 44-54).</u> What classes are being developed and delivered in state agencies?
- <u>Other training-related functions (items 60-68).</u> What other functions are being handled by training offices, including organizational development, performance consulting, needs assessment, etc.?
- <u>Accomplishments (Item 70).</u> What strategies, approaches, classes, or programs are of special note to training offices in other agencies?

DTO Web Page. George Steinert discussed the new DTO web page. This page has been well received and is seen as very helpful to the DTOs. George will improve the page by adding a link to:
- Online instructions on how to subscribe to the CA Trainers listserve
- Training resource page on the website of the California State Library

New classes for FY 02/03. George Steinert asked for ideas for new State Training Center classes. Our Request for Proposal (RFP) for instructors will be published in early December. Should we include any new class topics in addition to those in the current catalogue? Ideas included:

- Recording Minutes of Meetings
- Ethics (Making Moral Judgments)
- Response to Terrorism Threat
- Intervention in Small Groups

Video Showcase. The following videos were shown:

Sharon Hamer, Dept. of Education showed:
- The Calf Path (4 minutes)
- Finding the Courage to Act (11 minutes)
- Living with the Unknown (7 minutes)
- FISH! (not shown due to lack of time; 17 minutes)

Rhonda Morris, Lottery showed:
- Who Moved my Cheese? (20 minutes)

Jonathan Clarkson, Dept. of Social Services showed:
- Love 'em or Lose 'em (20 minutes)
- Geese (2 minutes)

Susan Coats (324-4055) has information on distributors and prices of these videos. Several videos are now available through the California State Library. Check-out time is one week. Check the State Library's listing of training resources.

The next DTO meeting will be held jointly with the Sacramento Intergovernmental Training Council (SITC) in January 2002. Watch your e-mail for a meeting announcement!

Note: If you have any corrections or additions to this meeting summary, please contact Kitty Williamson at kittywilliamson@dpa.ca.gov